

| Date: | | | | | | | | Permit #: |
|-------|-------------|---|---|-----|--------|---|-------|-----------|
| | C 400 T1 T7 | • | - | 1 Y | X 7 11 | - | 70000 | |

6400 El Verde Road, Leon Valley, Texas78238 Phone: (210) 684-1391 X226 Fax (210) 509-8288

Email: <u>e.dominguez@leonvalleytexas.gov</u>

Fee: \$125.00 Re-inspection: \$65.00

CERTIFICATE OF OCCUPANCY APPLICATION*

| Business Owners/Tenant Information | Property Owners Information | | | | |
|---|--|--|--|--|--|
| Name (Applicant): | _ Corporate/ | | | | |
| Business Name/DBA: | Owner's Name: | | | | |
| Property Address: | (Street Address & Zip Code) | | | | |
| (Street Address & Zip Code) | Phone: () | | | | |
| Business Phone: () | — Fax: () | | | | |
| Cell: () | Email: | | | | |
| Email: | | | | | |
| Business Information | | | | | |
| Describe the proposed use/business in detail (be very speci- | fic) | | | | |
| If storage/warehouse, what is being stored? | | | | | |
| What is the existing color of the building? | | | | | |
| Do you intend to paint the building (Y/N), what color? | | | | | |
| Note: Bright, fluorescent or flashy colors are prohibited | | | | | |
| Is Electricity Needed? ☐ Yes ☐ No Is Gas Needed? ☐ | Yes □ No | | | | |
| Will you be installing or displaying sign(s)? \square Yes \square No | Note: A sign permit is required for ALL signs. | | | | |
| Is this an ADULT entertainment establishment? \Box Yes \Box | No | | | | |
| Will you be storing Hazardous Materials (explosive, amn | nunition, flammable, chemicals) on site? | | | | |
| \square Yes $\ \square$ No $\ $ If yes, describe stored items and quantities. | | | | | |
| Can the City post your Business in the City Business Directory and on the Website? ☐ Yes ☐ No | | | | | |
| What is your website address? | | | | | |
| Additional Requirements for Certain Uses: (such as spa, a | | | | | |
| Texas Department of Licensing and Regulation (TI Floor plan of the entire space with each room ident Signed and Notarized Affidavit for Certificate of O A copy of a state license from each employee prov | ified as to its use, and including furniture layout. occupancy from the Business owner – see page 3. | | | | |
| *A copy of your Driver's License, State ID or Militar | y ID is required for all Certificate of Occupancy. EC July 2016 | | | | |



Notes to applicant:

- 1. Be sure to schedule an inspection with the building official for your Certificate of Occupancy;
- 2. A Building Inspection **must** be satisfactory completed, prior to Temporary Occupancy;
- 3. Following preliminary inspection by the Building Official, a Temporary Certificate of Occupancy may be issued for a specified period of time. Note that this is not a "Permanent" Certificate and can be revoked at the "Temporary" Certificate has lapsed. The period specified in the "Temporary" Certificate should be utilized to correct any deficiencies noted by the Building Official and/or Community Development Department. The tenant may occupy the space/building with the conditions set forth by the Building Official;
- 4. Prior to issuance of "Permanent" Certificate of Occupancy the Fire Inspector and/or other City Officials as required, shall conduct an inspection on the premises;
- 5. Tenants and Owners are required to comply with all applicable codes. A "Permanent" Certificate of Occupancy will not be issued until all requirements have been met.
- 6. Questions regarding Building Codes, contact the Building Official at (210) 684-1391 extension 226, the Fire Inspector at (210) 684-3219 or the Police Department at (210-) 684-3215.

| pplicant's Signature | Printed Name | Date | |
|----------------------|--------------------|------------|--|
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| | ****For Office Use | Only ***** | |



Affidavit for Certificate of OccupancyRequired for the following uses: spa, adult entertainment, bar, salon, day care, tattoo parlor.

| personally appeared |
|---|
| , who under oath, deposes as follows: |
| d at |
| |
| , Leon Valley Texas. |
| |
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| |
| ase(s) I will operate at the establishment for which I seek a |
| |
| |
| above does or does not (circle one) require a city, state or federal blishment DOES require a city, state or federal license, permit or cense, permit or registration must be provided to the building official |
| and in the attached certificate of occupancy application is true and ficial and/or Fire Marshal shall suspend or revoke a certificate of determines that the certificate of occupancy is issued on the basis of |
| Print Name: |
| Business entity (if any): |
| his day of, 20 |
| |
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